

INFORMATION ON PROCESSING OF PERSONAL DATA OF INDIVIDUALS AUTHORISED TO REPRESENT LEGAL PERSONS

Pursuant to Article 13 section 1 and 2 of the Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (general data protection regulation - Official Journal of the European Union UE L 119 - hereinafter: the GDPR) we inform the persons whose data is held by the Company that: :

- 1) Podanfol S.A. - official seat: Podanin 71, 64-800 Chodzież, entered in the register of entrepreneurs of the National Court Register under number 0000320019, no. 570161109, NIP [tax id no.]: 7641009978, is the controller of the data of persons authorised to represent companies, public institutions, supervisory bodies or persons authorised to make representations on behalf of a given entity, acquired as a result of the execution of contracts or agreements concluded with you and their service.
- 2) Podanfol S.A. processes your personal data for the following purposes and on the following legal bases:
 - for the purpose of taking action prior to entering into a contract at the request of the data subject and for the purposes arising from the provisions of contracts concluded (legal basis: Article 6(1)(b) of the GDPR);
 - for the purpose of documenting the service or contract performed, on the basis of obligations under the Accounting Act and tax law, and in order to fulfil other obligations under arising from legal provisions (legal basis: Article 6(1)(c), (e) of the GDPR);
 - in order to update and correct the personal data of clients and contractors, as well as to contact them in matters of implementation and handling of their requests, complaints, claims, demands which constitutes the Data Controller's legitimate interest (legal basis: Article 6(1)(f) of the GDPR);
 - for evidential purposes in pursuit of the Data Controller's legitimate interest in preserving information in the event of a legal need to prove facts (legal basis: Article 6(1)(f) of the GDPR);
 - for potential determination, assertion or defence of claims, which constitutes the Data Controller's legitimate interest (legal basis: Article 6(1)(f) of the GDPR);
- 3) Your personal data are not subject to automated decision-making, including profiling, by Podanfol S.A.
- 4) As an individual whose data our Company processes you have the right to:
 - access your data and receive a copy thereof,
 - rectify (amend) your data,
 - erase your data (in accordance with the conditions set out in Article 17 of the GDPR),
 - restrict data processing (subject to the conditions set out in Article 18 of the GDPR),
 - transfer their data (in accordance with the conditions set out in Article 20 of the GDPR),
 - object to the processing of your data (in accordance with the conditions set out in Article 21 of the GDPR),
- 5) The person whose data is processed by our Company has the right to lodge a complaint with the supervisory authority, i.e. The President of the Personal Data Protection Office, if the data subject considers that the processing of personal data by Podanfol violates the provisions of the GDPR.
- 6) The Data Controller will keep your personal data:
 - for the period necessary for the performance of the contract/service and the assertion or defence of claims, i.e. for the period of 10 years or until the statute of limitations has expired;

- in the case of personal data processing for the purposes of the Data Controller's legitimate interest for the period until the data subject raises an objection, subject to the necessity to process the data until the end of the period necessary to establish, assert or defend against claims.
- 7) Your personal data may be disclosed to public authorities and entities performing public tasks or acting on behalf of public authorities to the extent and for the purposes arising from generally applicable laws, banks, insurers, couriers, postal operators as well as entities and subcontractors connected with Podanfol S.A. under personal data processing agreements, e.g. law firms, companies providing the Company with IT services, including hosting services, personal and property security agencies, entity providing services of professional destruction of unnecessary documentation, entity performing the task of Data Protection Inspector.
 - 8) The Data Controller declares that it does not transfer and does not intend to transfer personal data to a third country or international organisation.
 - 9) In matters concerning data protection, you can contact us by telephone at +48 67 / 28 12,101 – 102. Electronic contact can be made by filling in the form available at <https://www.podanfol.com/pl/kontakt>.
address <https://www.podanfol.com/pl/kontakt>.

The Management
Board of PODANFOL
S.A.